



**DEPARTMENT OF GENERAL SERVICES**  
**Executive Office**

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July 21, 2005

Agency Secretaries  
Board & Commission Heads  
Department Directors  
State Contracting Officials  
Purchasing Authority Contacts  
Procurement and Contracting Officers  
Small Business and DVBE Advocates

**FY 2004-05 STATE AGENCY/DEPARTMENT  
CONTRACT ACTIVITY REPORT REQUIREMENTS**

Statute requires all State agencies, departments and boards, as well as the Department of General Services (DGS) to report to the Governor, Legislature, and other State entities all annual statistics on the level of State contract participation and consulting services contracts. The DGS compiles these statistics from data submitted to the DGS by awarding State agencies/departments.

This memorandum serves as a reminder to all awarding State agencies/departments to submit the following reports by the specified due dates for the prior fiscal year as follows:

- Contracting Activity Report form (Std. 810) for annual **small business** (SB) and **microbusiness** (MB), and **disabled veteran business enterprise** (DVBE) reports.
  - **September 7, 2005**, submit the Std. 810 and, if either SB or DVBE goals were not met, also submit the improvement plan(s) to the DGS Reports Coordinator. Also, submit a copy of the Std. 810 and any improvement plan(s) to the highest executive in your organization (i.e., Agency Secretary, Department Director or Chief Executive Officer).
  - **January 1, 2006**, submit a copy of the Std. 810 (only DVBE data required) and any DVBE improvement plan to not only the DGS but also the Governor, Legislature, and Department of Veterans Affairs pursuant to Military and Veterans Code §999.7, and Public Contract Code §10115.5.
- Consulting Services Contracting Report form for annual **consulting services** contracting activity report.
  - **September 23, 2005**, submit the Consulting Services Contracting Report to the DGS Reports Coordinator, Department of Finance, State Auditor, Legislative Analyst, Joint Legislative Budget Committee, Joint Legislative Audit Committee, Senate Appropriations Committee, and Assembly Appropriations Committee.

- The Minority/Women/DVBE (Government Code §11139.8), and Ethnicity/Race/Gender (Public Contract Code §10116) reports were placed on moratorium by Assembly Bill 79 in 2004 and are not due to the Legislature again until 2008.

The following link to the Reports website provides links to all reporting forms, form instructions, report distribution addresses, the Improvement Plan outline, Frequently Asked Questions (FAQs), and Reports Coordinator contact information discussed below:

<http://www.pd.dgs.ca.gov/smbus/rptduedtnew.htm>

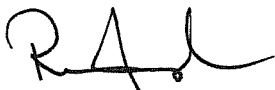
IMPORTANT! The following submittal process will help you submit your reports timely and pursuant to statute:

1. Awarding agencies/departments must provide consolidated reports. The DGS will not accept reports from individual branches, divisions, programs, campuses, etc.
2. Review form instructions and FAQs prior to completing forms or contacting the DGS Reports Coordinator.
3. For Contract Activity Reports, use the self-calculating Std. 810 form.
4. For Consulting Services Reports, use the Excel form. You can also print and type (not handwrite) data on this form.
5. Considering the vast amount of data that may be required on the Consulting Services Report form, database reports will only be accepted if the report provides all data required and in a format similar to the online form.
6. Reports must contain the approval signature of the appropriate level executive within the agency/department.
7. Enter complete report form data and proof forms before sending.
8. Incomplete or incorrectly calculated reporting forms will be returned to senders.
9. The reporting date will be the date that a complete and accurate report is received by the DGS. Late reports will not be included in the Statewide consolidated report.
10. To submit reports to the DGS Reports Coordinator, hand deliver or mail reports to:

Department of General Services  
Procurement Division  
Attn: Reports Coordinator  
707 Third Street, Room 1-400 IMS: Z-01  
West Sacramento, CA 95605

Or you may email a PDF file of the report and any Improvement Plan to:  
[simona.hernandez@dgs.ca.gov](mailto:simona.hernandez@dgs.ca.gov) You may also fax a legible copy to (916) 375-4948.

If you have questions, please contact Simona Hernandez, DGS Reports Coordinator, Small Business and Disabled Veteran Business Enterprise Services Branch, Procurement Division, Department of General Services, at (916) 375-4921.



Ron Joseph  
Director

cc: Simona Hernandez, Reports Coordinator, Office of Small Business and Disabled Veteran Business Services, Procurement Division, Department of General Services